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ABSTRACT

Supporting performance objective 10 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on training other clerical workers in the operation of the executive typewriter are included in this packet. (The packet is the third in a set of three on supervising and implementing--CE 016 984-986.) The student materials include two learning activities, three problems, a sample quiz for the executive typewriter with answer key, and an instructor checklist. The instructor's manual includes notes to the teacher. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the three packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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SUPERVISING AND IMPLEMENTING TRAIN OTHER CLERICAL WORKERS

STUDENT MANUAL

Prepared by

Pat Chapman

These materials support
Performance Objective 10 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation with

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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I. LEARNING ACTIVITY PACKET ON TRAINING OTHER CLERICAL WORKERS

Train other clerical workers. New employees in an office situation cannot possibly be familiar with all types of machines they may encounter. The student may encounter an office situation in which she/he will be expected to train other clerical workers on some specific phase or operation of a machine.

If you are familiar with the use of a machine, you should be able to train others to use the machine.

This learning activity is for eleventh and twelfth grade students or adult students who wish to learn the operation of the executive typewriter. This learning activity packet deals with two phases of the operation of the executive typewriter:

a. Vertical centering on full and half sheets of paper.

b. Horizontal centering.

Depending upon the amount of time the student supervisor allows the student learner to practice, this packet may be completed in one, two or three class periods of 55 minutes each.

II. PERFORMANCE OBJECTIVE

Given a situation in which one student will train another student on the correct methods of vertical and horizontal centering on the executive typewriter, the supervising student will plan the method of teaching, use correct procedures, and evaluate the student learner's mastery of the skills taught. In order for the student instructor to receive a 100 percent rating on teaching, the student learner must be able to perform the two functions taught with 100 percent accuracy and efficiency.

III. PREREQUISITES

Typewriting I
Typing practice on the executive to learn the various units used and other special features of executive typewriter.

PRETEST

The student should take a short quiz on the number of units each letter uses and other special features of the executive.

IV. LEARNING RESOURCES

Provided	Student instructor may develop
Executive typewriter	Tape
Learning Activities	Lecture
	Booklet

V. LEARNING ACTIVITIES

Review the number of lines vertically on a sheet of paper 8½ x 11 inches. Remember, it is different from the number on a sheet using a regular typewriter.

ACTIVITY I

Follow this procedure for vertical centering.

1. Count the number of typewritten lines to be centered, including any blank lines.

2. Subtract the number of lines you will use from the number on a full sheet of paper.

3. Divide the remaining number by two (2), disregarding fractions. This will give you the number of lines in the top and bottom margins.

Now: Center the paragraph first on a whole sheet of paper and then on a half sheet. Submit it to your student supervisor for evaluation and/or reteaching.

FULL BLOCKED OR BLOCK STYLE. This style letter is the easiest and quickest to type because all lines are blocked at the left margin. The secretary does not have to set any tab stops for this style. The same number of blank lines would be left between the various parts of the letter as in the Modified Block Style.

ACTIVITY II

Follow this procedure for horizontal centering.

1. Center the paper in your machine using the copy guide for correct placement. Eight and one-half inch paper should have its edge set on the copy guide scale at 4½.

2. Locate the centering scale just above the left half of the front paper scale.

3. Set a tab stop at the center point on the front paper scale.

4. Depress the no-print lever and "type" from the center point the line you wish to center on your paper; on a scratch sheet of paper, jot down (if necessary) the number of the position on the front paper scale when "typing" is completed.

5. Locate on the centering scale the number you obtained from Step 4, moving from center toward the left.

6. Release the no-print lever to its normal position so the machine will type on paper.

7. Type the line which you wish to center.

NOW Center these three lines horizontally on a sheet of paper.

Your full name

Your city or town

The state in which you live

To show that you have mastered the techniques used in vertical and horizontal centering on the executive typewriter, complete the three problems given on the following sheets.

Student instructor: Check the three problems your "student" submits. Reteach if necessary.

PROBLEM I

Center the memorandum first on a half sheet and then on a full sheet. Make necessary corrections.

MEMORANDUM

TO: All Sales Staff

FROM: James Q. Webber

SUBJECT: Delayed Orders

In order for shipments from the warehouse to be made on time, it will be necessary for all salesmen to submit orders by ten o'clock each Friday morning. The orders will be processed by the following Monday and will be delivered to the specific destination within three days. We appreciate your help in expediting future orders.

PROBLEM II

Center the invitation vertically and horizontally on a half sheet of paper.

Mrs. Jane Q. Martin
and
Mr. Eugene Delano Quattlebaum
request the honor of your presence
at a reception honoring their parents
Mr. and Mrs. Herman Talmage Quattlebaum
on Sunday, October 10, 1978
at four o'clock in the afternoon
at Taluh Country Club
Forest City

PROBLEM III

Center the menu vertically and horizontally on a half sheet of paper.

Menu

French Onion Soup

Shrimp Creole

on Fluffy White Rice

Green Salad French Bread

Southern Ambrosia

SAMPLE QUIZ FOR THE EXECUTIVE TYPEWRITER

The student instructor may use the test given below or may wish to devise one to use in the instructing process. Record your answers on a separate sheet of paper.

1. Give the units for each of the following:

   _____unit (s) punctuation mark

   _____unit (s) backspace key

   _____unit (s) f l i t j ;

   _____unit (s) w

   _____unit (s) m

2. The following are typamatic keys.

   _____

   _____

   _____

3. There are how many lines to a vertical inch using the executive? _____
   How many total lines will there be on a sheet of paper 8½ x 11 inches if you are using the executive? _____

4. When many carbon copies are to be made, the pressure with which the typebars strike the paper should be increased by moving the _____ _____.

INSTRUCTOR CHECKLIST

Task: Train other clerical workers.

ACTIVITY	RATING	
	Acceptable	Unacceptable
1. Used pleasant and audible voice		
2. Demonstrated procedures where appropriate		
3. Used appropriate language		
4. Gave thorough explanations		
5. Presented material in an orderly manner		
6. Encouraged participation and questions		
7. Summarized material		
8. Displayed courteous attitude		
9. Required each employee (student learner) to demonstrate proficiency		
10. Retaught when necessary		

KEY

SAMPLE QUIZ

1. 3 units, punctuation marks
   1 unit, backspace key
   2 units, f l i t j;
   4 units, w
   4 or 5 units, m – depending on type style used

2. carriage return key
   two-unit space bar
   three-unit space bar
   hyphen/underscore
   backspace key
   period
   letter x
   index

3. 5¼ lines per inch
   58 total lines per sheet

4. impression indicator

SUPERVISING AND IMPLEMENTING

TRAIN OTHER CLERICAL WORKERS

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NOTES TO TEACHER

You will need to duplicate the Instructor's Checklist, page 8, for use in evaluating each student's performance.

You may have the student instructor devise a quiz for use in teaching this module in lieu of or in addition to the sample quiz provided. The key to the quiz is given on page 9 of the student manual.